

Finance Advisory Committee Minutes of the Tomales Village Community Services District

Monday, June 24, 2013

Members Present: Sue Sims (TVCSO Board Member), Deborah Parrish (Chair), Chick Peterson, Donna Clavaud **Members Absent:** Venta Leon, Bruce Bramson (in Lithuania)

Guests: Terry and Paul Duffy

Deborah Parrish convened the meeting at 6:30 pm and Donna Clavaud recorded the minutes. The agenda included update concerning bids received for efficiency and rate studies for the district and the upcoming TVCSO Board election November 5 in which there will be four seats open.

1. Efficiency and Rate Study Update:

The committee discussed the different proposals received to date. At this point the group clarified that Hank Brenard Environmental Consultants has not responded with continued interest and Chris Hansen's bid was a hiring proposal only. TVCSO is still open to consideration of the following bids: Dennis Ryan Engineering, Matrix Consulting Group, BHI Consulting and NV5. The Committee members discussed the Board's request that references be obtained from small special districts that have hired the different firms in order to obtain such information as performance evaluations, cost benefits, and the status of recommended and implemented changes.

The group discussed the Board's interest in moving forward; however, it was relayed by committee members and guests who had attended the last Board Meeting that more information is necessary before TVCSO can consider a Board decision to allocate financial resources for the proposed studies. We also discussed the current income survey underway with assistance from RCAC, which will collect household income data to determine whether the TVCSO will qualify for future low income state and federal grants. Qualifying for project grants designated for low income districts is part of a larger TVCSO effort to safeguard reserve funds.

Donna volunteered to notify the firms to give them a status report and to request references. She will call references and report at the next monthly TVCSO Board of Director's meeting. Regarding Matrix Consulting Group and BHI Consulting, in particular, both firms submitted detailed proposals and appear to have served larger districts and agencies. We agreed on the need for more information.

The committee re-iterated that only Matrix Consulting Group offered a proposal to do both an efficiency audit and a rate study. Brent Ives at BHI noted that there were other firms better qualified to do a Rate Study.

2. November 5, 2013 Board Election:

The committee discussed the four upcoming open seats and agreed that TVCSO and all interested stakeholders would be prudent to start recruiting possible candidates. We reviewed the qualifications and agreed that outreach and information is vital before the August 9, 2013 deadline so interested and qualified candidates can be identified and their questions about filing can be answered.

Donna and Sue have offered to “recruit” at the upcoming Party in the Park by setting up a booth with election information. They will coordinate with Patty, Eric and Karl on booth ideas for the event.

The meeting ended at 8:00.